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Tuning Protocol: Tuning a Plan

Developed in the field by educators affiliated with the NSRF.

When you tune a plan you have two basic components: a set of goals and a set of activities sequenced in a way that you believe will help the people you work with to meet those goals. The general objective is to get feedback from your colleagues about the degree to which the activities you structure seem likely to get your group to these goals. The plan is “in tune” when the goals and activities are most in alignment.

Time: Approximately 1 hour Roles: Presenter, Participants and Facilitator.

1. **Presentation** (15 minutes)

- Context for plan
- Goals that drive the plan
- Focusing question for feedback

NOTE: This question should be a more specific version of the general objective above. Participants are silent.

2. **Clarifying Questions** (5 minutes)

- Clarifying questions are matters of fact. Save substantive issues for later. The facilitator is responsible for making sure that clarifying questions are really clarifying.

3. **Examination of the Plan** (5 minutes)

- Participants read the plan, taking notes on where the plan seems “in tune” with the stated goals and where there might be problems.
- Facilitator may want to check in with the group to see if additional clarifying questions have surfaced after the examination of the plan.

4. **Pause to Reflect on Warm and Cool Feedback** (2-3 minutes)

- Participants take a couple of minutes to reflect on what they would like to contribute to the feedback session.
- Presenter is silent; participants do this work silently.

5. **Warm and Cool Feedback** (15 minutes)

- Participants share feedback with each other while the presenter is silent. The feedback generally begins with a few minutes of warm feedback—ways the plan seems likely to meet the goals, moves on to a few minutes of cool feedback—possible disconnects and problems (sometimes phrased in the form of reflective questions), and then moves back and forth between warm and cool feedback. Often participants offer ideas or suggestions for strengthening the work presented.

6. **Reflection** (5 minutes)
 - Presenter speaks to those comments/questions he or she chooses while participants are silent.
 - This is not a time to defend oneself, but is instead a time for the presenter to reflect aloud on those ideas or questions that seemed particularly interesting.
 - Facilitator may intervene to focus, clarify, etc.
7. **Debrief** (2 minutes)
 - Facilitator-led discussion of this tuning experience.